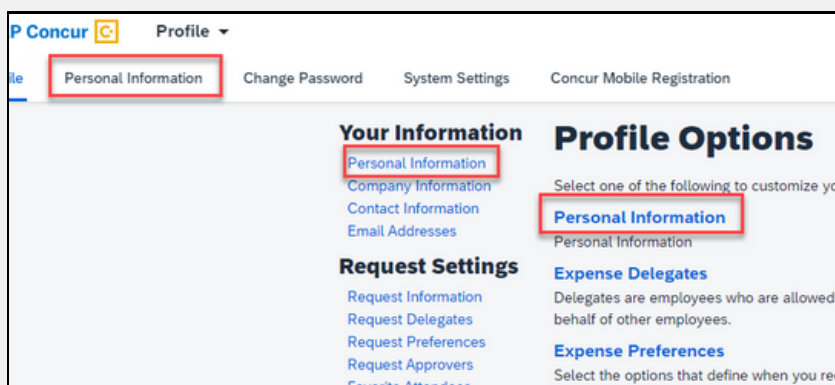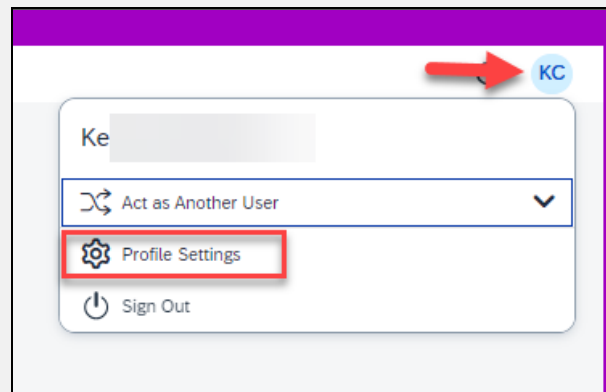# How to set up your profile in Concur

Before using Concur, you should review and update your profile information.

1 – To update your profile, log into Concur and click the **blue circle** with your initials in the top-right corner of the page.

2 – Then click **Profile Settings**.

3 – Click the tab **Personal Information** or the blue text **Personal Information**.

You'll see a page with different sections. This is your profile information. Some sections are already filled in with information you need to confirm is correct. Some sections need to be filled in.

4 – Under the section **Personal Information**, confirm that your name matches the name on the photo identification that you'll show at the airport. To update this information, please contact the Division of Human Resource Management.

My Profile - Personal Information

Jump To: Personal Information ▾ **Choose**

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked**[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

Title	First Name	Middle Name	Preferred Name	Last Name	Suffix
▾	Ke	Di		C	▾

Company Information

Employee ID
19

5 – Confirm that your work and home addresses are correct.

This information is used when you calculate mileage in a reimbursement request or p-card reconciliation.

Work Address

Company Name
State of Utah

Street

City   State/Province

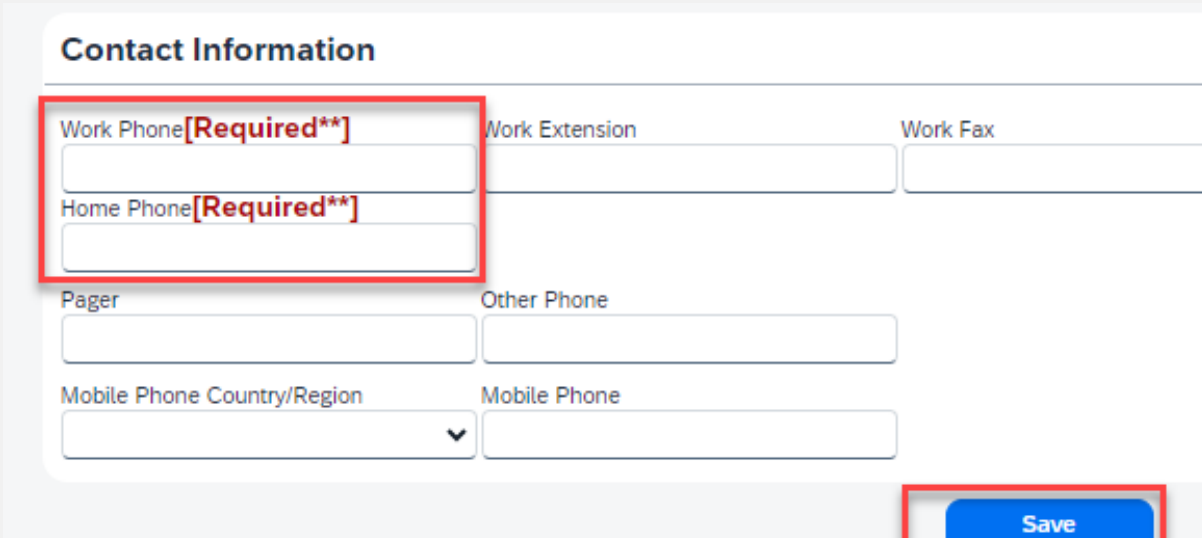Postal Code   Country/Region
United States of America ▾

Save

Home Address

Street

City   State/Province

Postal Code   Country/Region
United States of America ▾

Save

6 – Under the section **Contact Information**, enter your work phone number in the **Work Phone** field. Enter your home or mobile phone number in the **Home Phone** field.
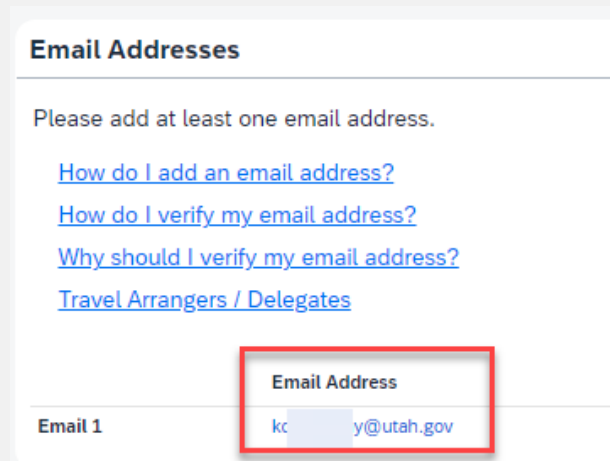
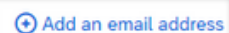7 – Click the blue button **Save**.

Your phone numbers are used only if the travel management company needs to contact you about your booking or travel details.

8 – Under the section **Email Addresses**, confirm that your state-issued email address is listed under **Email Address**.
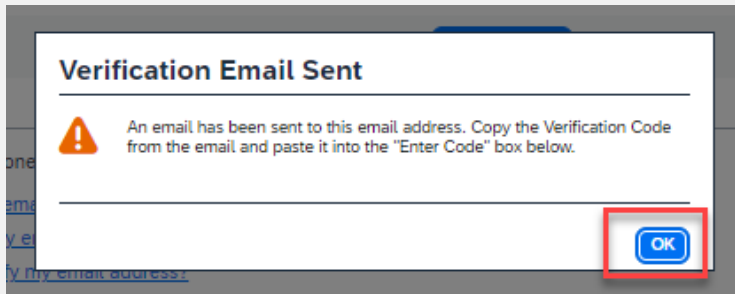

You can click the small blue text **Add an email address** if you'd like to add up to 2 more email addresses. Concur notifications will be sent to all the emails listed in this section.

9 – Click the small blue text **Verify** in the email line.

If you added more email address, you need to click **Verify** next to each email address.

10 – A pop-up screen will appear. Read it, and click the blue button **OK**.

11 – Go to your email inbox to get the verification code.

If you added multiple email addresses, each verification code goes only to the email address associated with verify button you clicked. So make sure you're checking the right email inbox.
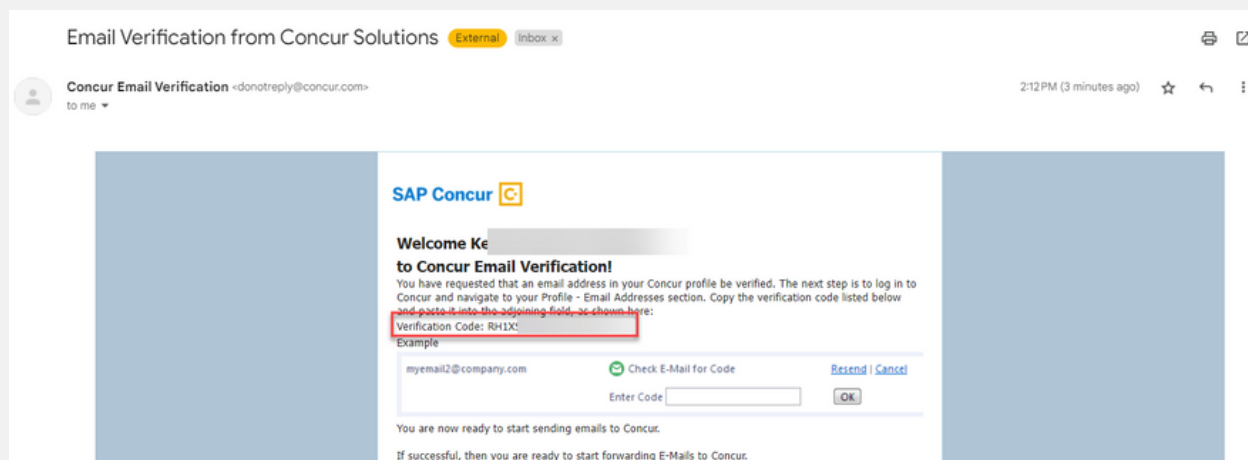
12 – Copy the verification code from the email and paste it into the **Enter Code** box.

13 – Click the blue button **OK**.

	Email Address		Verify	Co
Email 1	kd	✉ Check email for code	Resend | Cancel	Ye
		Enter Code	OK	

14 – A pop-up screen will appear, saying your email address has been verified. Click the blue button **OK**.

Email Verification Status

⚠ Your email address has been verified.
You may now send receipts to Concur by emailing receipts@concur.com

OK

An email address can only be associated with 1 Concur profile, so delegates shouldn't enter their own state email addresses in another user's profile.

Emergency Contact

Name	Relationship
Street	☑ Address same as employee
City	State/Province	Postal Code
Country/Region	Phone	Alternate Phone
United States of America		

Save

15 – If your agency requires it, fill out the information under the section **Emergency Contact**, and click the blue button **Save**.

16 – Under the section **Travel Preferences**, you can fill out as much as you'd like. This section is optional.
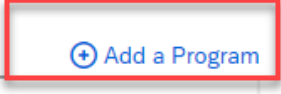

a – Check the box that applies if you're eligible for a discount travel rate or fare class.

b – Complete your airfare preferences.

c – Complete your hotel preferences.

d – Check the box if you need wheelchair access or blind accessibility.

e – Complete your rental car preferences.

f – Click the small blue text **Add a Program**, ⊕ Add a Program if you have a frequent traveler program you want to add.

16f – If you clicked **Add a program**, a pop-up screen will appear.

i – Select the circle that applies to the program you want to enter: Air/Rail, Car Rental, or Hotel.

ii – Select the vendor that the rewards program applies to.

iii – Enter your associated number.

Leave the **Search this Vendor** boxes checked for best results.

When you're done adding programs, click the blue button **Save**.

You should now be back to the profile information page where you can continue filling out your profile information. The next section is labeled **Unused Tickets**. This section populates if you cancel a trip after you already bought a ticket and the ticket is never used.

17 – The next section is **TSA Secure Flight**. This section is also optional. Fill out this section if you have a Transportation Security Authority (TSA) DHS Redress Number or TSA PreCheck number.

18 – Under the section **International Travel: Passports and Visas**, leave the box **I do not have a passport** checked, if you don't have a passport.

If you do have a passport or visa, click the small blue text **Add a Passport** or **Add a Visa**.

19 – If you clicked **Add a Passport** or **Add a Visa**, a box will appear. Fill in your information, and click the blue button **Save**.

20 – The next section is **Credit Cards**. This section is optional. Click the small blue text **Add a Credit Card** if you'd like to add a credit card.

21 – If you click **Add a Credit Card**, a pop-up screen will appear. Fill in all the information and click the blue button **Save**.

Concur Mobile Registration

international trav...

Passports

☑ I do not have a p...

Add a Pass

Passport Nationality

Passport Expiration (

Internation

Add a Visa

Credit Cards

Go to to

You currently hav...

Credit Car

▲Go to top

Add a Credit Card - Google Chrome

🔒 concursolutions.com/profile/CreditCardEditor.asp?uID=gWtg2Hf3ehZbTl6ysf8LZVSkEQydjbGTLunk&sID=gWtiwz...

Add a Credit Card

* Required

Enter the appropriate information for the credit card you'd like to use below. Use the "Display Name" field to label the card so you can easily identify and select it when using features that require a credit card transaction.

Display Name (e.g., My Corporate Card) *

Your name as it appears on this card *

Card Type *

Credit Card Number *

Expiration Date *

11 ⌄   2023 ⌄

Use this card as the default card for:

☐ Plane Tickets   ☐ Rail Tickets   ☐ Car Rentals   ☐ Hotel Reservations

Billing Address

Enter the billing address for this credit card below. If this is a personal credit card, the billing address will typically be your home address. If it's a company card, the billing address might be your company address. The billing address must be the address where the bills for this card are currently delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. Your credit card may be declined if your billing address is inaccurate.

Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street *

Tip: If you complete your personal profile, we'll fill in this address information for you each time you add a new card.

City *

State *

None Selected

Zip/Postal Code *

Country/Region *

United States of America

Cancel   Reset   Save

n

L

22 – After you click **Save**, you should see your credit card listed in the window under the section **Credit Cards**. Click the blue button **Save**.

Credit Cards

You currently have the following credit cards saved with your profile.

You currently have no credit cards saved.

Save